

Regional Program Coordinator - *Creative Pathways in the Central West* APPLICATION PACKAGE

A bit about Human Ventures (www.human.org.au)

Human Ventures (Human) utilises arts, community engagement, design and entrepreneurial practices to:

- address specific social, cultural and economic challenges faced by diverse, and often marginalised, communities; and,
- enable businesses and organisations to do good, better.

Our Principles

1. We value the voices of diverse and often marginalised communities and encourage their active participation in cultural production, planning, development and decision-making;
2. We harness the power of creativity and entrepreneurship as agents of community change and to redress disadvantage;
3. We develop and provide products and services for organisations who seek to do good, better; and,
4. We actively seek to enhance the social, economic, cultural and environmental benefits of our practices, programs, and services.

A bit about *Creative Pathways*...

Creative Pathways is a joint initiative of Human and the Blackall-Tambo Regional Council and is a creative skills and enterprise development program for young people in Central West Queensland that;

- Provides hands-on skills development in innovation and the creative industries to young people in Central West Queensland;
- Nurtures emerging artists, scoping future opportunities to foster their professional development and build the pipeline of young artists, event producers, and arts workers in the region;
- Supports entrepreneurial employment options in the creative arts, including the establishment of young people's micro, community, and business enterprises; foster links between young people and local community organisations and business; and, more broadly, support local cultural development; and
- Through the leadership of regional young people as volunteer advisors, paid event producers and community liaisons, continues to deliver the regional Shockwave Festival including associated production and developmental workshops.

A bit about the role of Regional Program Coordinator- *Creative Pathways*

The Regional Program Coordinator will be responsible for supporting the development and delivery of the *Creative Pathways in the Central West Program (Creative Pathways)* and assist Human Ventures to transition coordination of the program into the Central West region for the first time.

This position is expected to work with the Creative Pathways Program Manager, Human Ventures Management and the Creative Pathways Advisory Group to support the development and coordination of the program.

Specific Duties

The Regional Program Coordinator encompasses the following responsibilities:

- Assist with the coordination and ensure the effective delivery of *Creative Pathways* workshop programs, events and projects including the development of the Shockwave Festival for 2012
- Assist the Human team to ensure *Creative Pathways* processes, programs and projects are managed and implemented effectively through appropriate facilitation, monitoring workshop plans, overseeing quality control and coordinating the delivery of projects where necessary
- Regularly communicate with current regional program partners including local councils, schools, youth service providers and community groups and identify new partnership opportunities
- Liaise with and assist the Program Manager to identify and develop funding opportunities to ensure the sustainability of the *Creative Pathways Program*
- Assist with the identification and recruitment of regional facilitators and artists for workshop programs
- Document the workshop program, events and projects effectively, with foresight and with the ability to meet deadlines
- Other tasks as discussed with and delegated by management.

Organisational Structure and Reporting

This position shall report directly to: the

- *Creative Pathways* Program Manager and;
- Human Creative Director
- Human General Manager (as required)

Salary Level and Conditions

In accordance with the Human Ventures Enterprise Bargaining Agreement the Regional Program Coordinator is:

- Acknowledging that the role is a fixed term appointment, for 12 months from commencement
- It is the intention of Human Ventures and its partners to continue the position beyond 12 months, however acknowledging that continuation of the position beyond the 12 months is contingent on continued program funding and will be reviewed and renewed subject to EBA clauses 31.2 (Fixed Term Appointments) and 43.4 (Expiration of Fixed Term Appointments)
- Acknowledging that the role is part time 3 days per week or equivalent, as negotiated between employee and management, in accordance with Human Ventures EBA Clause 32.2 Part-time Employment.
- Is appointed at the Staff Level 2.01 (Wages \$33,800 per annum pro rated for hours worked and equates to an hourly rate of \$17.10p/hr).
- Agreeing to a probationary period of 3 months
- Informed that superannuation is of 9% in addition to ordinary time earnings
- Eligible for Salary Packaging options (as per Schedule 2 of the EBA)

Selection Criteria

The requirements of this position are as follows:

Essential

- Must be a current resident of a Central West Queensland community
- Demonstrated excellent time management, communication and organisational skills
- Ability to write reports
- Ability to multi-task in regional environments

- Collaborative working style, with an ability to work with people from diverse backgrounds and in a hands-on capacity.
- Ability to work remotely
- High level communication (written and verbal) skills
- A competent level of computer literacy skills
- Willingness to participate in Professional Development in identified areas
- A CCYP *Working with Children* Blue Card (or the capacity to successfully obtain a *Working With Children* Blue Card)
- Commitment to the principles and values of Human Ventures, and developing best practice enterprises that deliver social, cultural and environmental benefits

Desirable

- Knowledge of Community Cultural Development and Arts development practices
- Experience in delivering arts and cultural based projects/programs (in particular regional) which are flexible and encourage community ownership
- Current drivers license

Applications must include

- Written response to selection criteria
- Curriculum Vitae
- Three referees (including contact details)

For questions regarding the application process please contact:

Brooke Newall
 Program Manager, Creative Pathways
 brooke.newall@human.org.au
 (07) 3229 8055

Submitting an application

Applications can be submitted either via:

Email

james.boreham@human.org.au

Post

[Marked: Private & Confidential]
 Att: James Boreham, General Manager
 Human Ventures
 GPO Box 133
 Brisbane QLD 4001

In-person

[Marked: Private & Confidential]
 Att: James Boreham, General Manager
 Human Ventures
 Level 2, 166 Ann Street
 166 Ann Street
 Brisbane

Applications close: Friday 5th August, 2011